

CSC Adopted: October 2001 CSC Revised: \_\_\_\_\_**Class Title: Utility Maintenance Supervisor****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Supervises employees responsible for the installation, repair, and maintenance of water, wastewater, or storm water infrastructure; or sweeping of streets; maintenance of ditches, drains and retention ponds; ensures compliance with safety regulations. Assists customers with water, wastewater, or storm water concerns. Contributes to the development and preparation of the annual budget.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	VH	Supervises the sweeping of streets; the maintenance of ditches, drains and retention ponds; resolves drainage issues; and the installation, repair, and maintenance of large underground water, wastewater, or storm water infrastructure and equipment. Resolves issues by investigating complaints, inspecting necessary materials and equipment, scheduling and supervising work and documenting progress and productivity.
2	VH	Oversees the excavation and repair of ditches, outfalls, underground water, wastewater, and storm water lines by assessing their condition, locating utilities, tracking and documenting work progress and addressing environmental issues.
3	M	Maintains infrastructure by assessing, scheduling and supervising work and tracking costs.
4	M	Manages projects by investigating complaints, working with engineers to determine the best method to resolve problems, documenting repairs, writing work orders, supervising and documenting deliveries of materials, heavy equipment and safety barriers, and monitoring work and costs.
5	L	Controls inventory by taking yearly inventory and procuring supplies and materials from vendors and the City's storehouse while following purchasing guidelines. Prepare daily timesheets and record materials used.
6	M	Supervises the maintenance of grounds by monitoring mowing, weeding, mulching, spraying of herbicides and litter removal at multiple stations.
7	M	Manages employees by inspecting job sites, evaluating staff performance, assigning workers to planned tasks and worksites, assisting crew when needed, reviewing time sheets, preparing reports, conducting performance evaluations and coordinating the orientation and on-going training of workers. Assists with job interviews.
8	M	Ensures compliance with safety measures by conducting safety inspections, informing employees about safety precautions, evaluating worksites for OSHA compliance, contacting Miss Utility, designing traffic patterns for repair crews, developing and enforcing a safety program and maintaining contact with city and state health and environmental officials.
9	M	Assists customers with water, wastewater, or storm water concerns by meeting with them to answer questions, describe repairs and set time for service disruption and street closures.

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Physical Strength Code		ESSENTIAL FUNCTIONS
10	S	Contributes to the development and preparation of the annual budget by assisting with cost estimates and coordinating the preparation of specifications for equipment and materials.
11	VH	Responds to emergencies by leading storm damage teams and coordinating standby team to respond to after hour emergencies (broken mains, damaged hydrants, water meter and vaults/boxes, sewer overflows, etc.)

CSC Adopted: October 2001 CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	More than four years utility maintenance/repair/construction experience.
Certifications and Other Requirements	Valid commercial driver's license. Additional, duty specific training and certification may be required within six months.
Reading	Work requires the ability to read policies and procedures, maps and scales, accident, medical and disciplinary forms, technical manuals, various forms, newsletters, city publications and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write correspondence, forms, documentation and performance evaluations.
Managerial	Managerial responsibilities include coordinating work, equipment, and resources with employees.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a group of regular employees in a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Interacts continuously with customers, employees, and others. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions conducted with customers, brokers and sales representatives.

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Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	Copier, fax machine, public speaking, supervision, training, operation of equipment, at job site to excavate and oversee
Sitting	O	Computer, desk work, answering telephone, driving
Walking	C	Inter-office, to/from office equipment, to/from jobsite, on jobsite inspections, to gather tools and equipment
Lifting	F	Office supplies, during inspections of drains, power tools, hand tools, equipment, signs, planametric books
Carrying	F	Office supplies, power tools, hand tools, equipment, signs, planametric books
Pushing/Pulling	F	Mowers, hand tools, equipment, doors, signs, work materials, planametric books, file cabinets,
Reaching	F	Office supplies, power tools, doors, file cabinets, work materials, signs, planametric books
Handling	F	Office supplies, tools, equipment, planametric books
Fine Dexterity	F	Computer keyboard, calculator, writing, operation of tiger boom mower
Kneeling	C	During inspections, to assess degree of repairs, set water meters, get measurements
Crouching	F	During inspections, to assess degree of repairs, set water meters, get measurements
Crawling	F	During inspections, to assess degree of repairs, set water meters, get measurements
Bending	C	During inspections, to assess degree of repair, set water meters, get measurements
Twisting	C	During inspections, to assess degree of repair, set water meters, get measurements
Climbing	F	Ditches and excavations, during inspection, to get measurements
Balancing	C	Ditches and excavations, during inspection, climbing ladders and in/out trenches, while carrying materials
Vision	C	Computer, desk work, operation of equipment, supervision, observations, inspections, training, driving
Hearing	C	Telephone, co-workers, staff, supervisor, sales dept, superintendent, meetings, customers, traffic
Talking	C	Telephone, co-workers, staff, supervisor, sales dept, superintendent, speaking events, meetings training, customers
Foot Controls	C	Driving, operation of equipment
Other (specify)		

CSC Adopted: **October 2001** CSC Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Motor vehicle, backhoe, payloader, forklift, tiger mower, chainsaws, weedeater, sod cutter, pneumatic powered hammers, tamping equipment, hand tools, pipe/cable locators, levels, pavement saws, boring machines, trench boxes, well point systems electrical/mechanical, fuel powered pumps, tapping machines, personal computer, printer, copy machine, fax machine, City-supported software applications, and surveying equipment

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	D
Electrical Hazards	D	Noise and Vibration	D
Fire Hazards	D	Fumes and Odors	D
Explosives	D	Wetness/Humidity	D
Communicable Diseases	D	Darkness or Poor Lighting	D
Physical Danger or Abuse (see 1 below)	D		
Other (see 2 below)	M		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	X
Outdoors	X
Other (see 3 below)	X

(1) Deep excavations, other utilities and irate customers

(2) Biological waste

(3) City streets and traffic

**PROTECTIVE EQUIPMENT REQUIRED:**

Steel toe boots/shoes, hard hat, safety vest, safety glasses, earplugs/ear protection, gloves, traffic cones/barriers, barricades, trench boxes and sheeting, chainsaw protective chaps, first aid kits, ladders, arrow board, utility street signs, tripod safety systems.

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 4 below)	F

(4) Irrate customers